

**ENGINEERING AND RELATED SERVICES  
JUNE 8, 2012**

**STATE PROJECT NO. H.003763  
F.A.P. NO. H003763  
GRAND PRAIRIE HIGHWAY INTERCHANGE  
AND FRONTAGE ROAD  
ACADIA PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager** – Mr. Li Yang

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will study a new interchange at I-10 and LA 98 (Grand Prairie Highway) with frontage roads between LA 35 and LA 98 near the town of Rayne, so the DOTD can determine whether new access will be recommended to the Federal Highway Administration (FHWA) for approval.

The project includes but is not limited to:

- New eastbound and westbound entrance and exit ramps
- Widening LA 98 that overpasses I-10
- Construction of a frontage road on the south side of I-10 connecting LA98 to Stadium Road at the point where the paved road ends

**SCOPE OF SERVICES**

The Consultant shall prepare an Interchange Justification Report (IJR). The study area will include the new interchange and at a minimum the following:

- a. Both the LA 35 and LA 95 interchanges on I-10
- b. The intersection of LA 35 (The Boulevard) at LA 98 (East Jefferson Davis Avenue) on the south side of I-10
- c. The intersection of La 35 (Church Point Highway) and La 98 (Roberts Cove Road) on the north side of I-10

- d. The intersection(s) of the proposed northern frontage road with La 35 and La 98.

The Consultant shall proceed with the preparation of an Interchange Justification Report upon receipt of a notice to proceed by DOTD. This report shall be prepared with DOTD and FHWA guidance following the IJR process outlined in DOTD's January 27, 2011 policy. The Consultant will develop a draft purpose and need statement for the interchange and submit it to DOTD and FHWA for review. The IJR should include an introduction that describes the preliminary purpose and need.

The IJR will address the eight (8) policy requirements outlined in FHWA's policy on changes in access to the interstate system that was distributed by letter dated September 10, 2009.

The IJR should provide an explanation of how the request satisfies each of the eight requirements in the policy. Supporting analysis to illustrate how that requirement is met also needs to be included. An approach is required that considers the issues identified in the coordination process and provides information to allow an informed decision to be made considering all of the potential impacts and issues.

The report will include layouts on recent aerial photography showing preliminary proposed geometry and existing and estimated required right of way for each alternate studied. Roadway improvements that are shown on concepts are to be those needed to provide an acceptable level of service in the design year. One or more alternates that improve the existing highway system in lieu of providing a new interchange will also be studied and included in the report.

Layouts shall be developed based on design criteria that are typical of that used to construct projects that connect to the interstate system and shall be furnished at a scale suitable for the intended purpose (i.e. review, meeting discussion, report exhibit, etc.). A copy of the design criteria used to develop geometry for non-interstate roadways shall be included in the report.

A preliminary profile will be included in the report for the La 98 crossroad overpass.

A separate estimate of probable cost will be developed for each local project (i.e. frontage road, intersection improvement) and for the proposed interchange and will be included in the report. A financing plan for the proposed interchange will also be included in the report.

The Consultant shall coordinate a project initiation meeting to be held at DOTD Headquarters in Baton Rouge, Louisiana. Those invited shall include representatives from the Consulting Firm, the Federal Highway Administration (FHWA), the Louisiana Department of Transportation and Development (DOTD), the City of Rayne, LA and others as appropriate. The Consultant will prepare a list of proposed invitees, and submit it to DOTD for approval. The Consultant shall be responsible for the coordination of the meeting logistics.

At the meeting the Consultant shall discuss prior work that has occurred for the interchange, any other proposed projects in the area, summarize decisions reached in the meeting, and prepare and distribute draft and final meeting minutes to meeting attendees, etc. DOTD Traffic Engineering personnel will discuss the requirements for the interchange study, the topics identified in the policy, answer general questions, etc.

After the initiation meeting, the Consultant will prepare a draft memorandum of understanding (MOU) that documents the responsibilities of the Consultant (the Engineer), local government, DOTD, and FHWA in the preparation and review of the Interchange Justification Report (IJR) for this project. The Consultant will distribute the draft MOU to the governmental agencies for review, incorporate comments received, resolve any disagreements, obtain the signatures of governmental agency heads (i.e. City of Rayne, DOTD, and FHWA officials), and formally distribute an electronic version of the final signed MOU and IJR process to the agency heads, their representatives, etc. A copy of the signed MOU will be included in an appendix in the final report.

A safety study will be required for this project. The results will be included in the final report.

A preliminary signing layout for the proposed interchange will be included in the final report.

Traffic Analyses are to be conducted using the current version of HCS for both a.m. and p.m. peak hours. Analyses are to be conducted for the current year, build year and design year (20 years from build year) with and without (i.e. no build) the proposed interchange in place. The assumed build year for the interchange will be established at the initiation meeting. Additional analysis that may be required will be documented in the MOU.

IJR:

1. Reports shall be 8.5"x 11" in size. Five copies of the draft and ten copies of the final report will be required. The final report will be stamped / sealed and signed by a traffic engineer licensed to perform work in Louisiana.
2. The report shall contain the following:
  - a. Executive Summary.
  - b. A vicinity map showing the interstate corridor and adjacent interchanges in the study limits.
  - c. An area map identifying the limits of the area studied and the intersections that were analyzed for capacity within it.
  - d. A narrative of the concepts that were studied, rejected, and retained and the reasons for rejecting or retaining them, a discussion of the traffic factors and capacity analysis results, any assumptions made, a discussion of how traffic was projected, etc.

- e. If applicable, a site plan layout for any known or planned development(s) that would generate trips in excess of those that would normally occur with time.
  - f. Separate schematic layouts showing traffic volumes for existing, build, and no build conditions for each of the analysis years. Volumes shall be balanced (with guidance from DOTD if needed). Both a.m. and p.m. peak hour volumes shall be shown on the layouts.
  - g. Separate schematic layouts showing a.m. and p.m. peak hour levels of service for each concept for each year and condition analyzed.
  - h. Exhibits and tables including but not limited to those summarizing capacity analysis results, those summarizing relocation of businesses/residences/utilities, etc.
  - i. Profiles for new or existing overpasses that are part of the interchange concept(s). Horizontal and vertical clearances shall be indicated thereon.
  - j. An appendix with a CD(s) containing all capacity analyses. The CD(s) shall be enclosed in a see through plastic zip lock bag of durable quality and be clearly labeled with the project number, description, and date.
  - k. A printed copy of all text information contained on the CD(s) shall be bound in a separate document and labeled as a printed copy of the appendix in the report.
  - l. Additional information and documentation as required in the MOU. \
3. The final report shall be delivered to DOTD with a transmittal letter containing a statement that the report was prepared in accordance with the signed memorandum of understanding dated xx-xx-xxxx. The letter shall indicate how the roadway improvements are to be funded.

Attached to the letter shall be a sheet showing the timeline and events that occurred to prepare the report. The timeline should include dates that meetings were held, the dates of submittal letters, the dates of response letters, the length of review times, etc. along with a brief summary (in bullet form) of what took place for each date or time period (i.e. Traffic analyses submitted to the agencies for review, review comments on draft IJR received from the agencies, etc.).

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and

review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **ITEMS TO BE PROVIDED BY DOTD**

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

1. Environmental Assessment Route I-10: Grand Prairie Highway Interchange and Frontage Roads ( May, 2007)
2. Line and Grade Study, Route I-10 Grand Prairie Highway Interchange (2007)
3. Traffic Analysis (November, 2006)
4. Noise Analysis Technical Report (May, 2006)
5. Traffic Impact Study for Frogland Water Park
6. Build & Design year turning volumes for the proposed and existing interchanges and intersections identified in the study are to be furnished by DOTD Planning personnel
7. Crash data for the study area

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **270 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **COMPENSATION**

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation of **\$180,000**.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual

5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. DOTD EDSM No: 1.4.3.2 (March 6, 2006)
22. FHWA Memorandum: FHWA Policy on Changes in Access to the Interstate System (September 10, 2009)
23. DOTD Memorandum: Policy for new access to controlled access facilities (January 27, 2011)

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Civil Engineer registered in the State of Louisiana.
2. The Prime Consultant must also employ on a full time basis a minimum of three (3) Professional Civil Engineers registered in the State of Louisiana along with a corresponding support staff. At least one of the previously described should have at least Five (5) years of experience in Road Design.
3. In addition, the Prime Consultant must also employ on a full-time basis or through the use of a Sub-Consultant, a minimum of one Professional Engineer, registered in the State of Louisiana with three years of experience in traffic engineering. Additionally, a certification as a Professional Traffic Operations Engineer (PTOE) is required.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4

\*\* A combination of the Planning and Feasibility Studies (PL) (50%) and Traffic Analysis and Design (TR) and Traffic Engineering - Development (TD) (50%) performance ratings will be used for this project.

### Complexity Level (**simple**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Li Yang – Project Manager
3. Nick Kalivoda
4. Robert Lott
5. Patrick Toney
6. Mike Aghayan

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected

Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **State Project No. H.003763**, and will be submitted **prior to 3:00 p.m. CST on Monday, July 2, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined

to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.